

**City of Sodaville**  
**Regular Session Agenda**  
**March 17, 2022**  
**7:00 PM – City Hall**

1) **Call to Order**

2) **Pledge of Allegiance**

3) **Roll Call**

4) **Visitors**

5) **Bills**

6) **Minutes**

- 12/16/2022 Regular Session
- 1/20/2022 Regular Session
- 2/17/2022 Regular Session

7) **Public Comment**

This is the time to speak to the City Council or Mayor on any subject **including what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.

8) **City Recorder's Report**

- a) City Finances
- b) City Update

9) **Public Works Report**

- Water Update

10) **New Business**

- Status of Mayor and Council President

11) **Old Business**

- a) Public Works Director Phone
- b) SB 5561 and ARPA Funds

**12) Public Comment**

This is the time to speak to the City Council or Mayor on any subject **other than what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.

**13) Council Reports**

**14) Adjourn**

**PUBLIC COMMENT** There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. ***PUBLIC COMMENT is not accepted during the meeting other than at those times.***

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the City Council meeting by calling 541-258-8882.

*“The City of Sodaville is an equal opportunity provider and employer.”*

## 8.a. City Finances

### Account Balances March 10, 2022

- Checking: \$47,760.53
- ARPA Funds: \$38,293.28
- LGIP: \$138,759.21
- Petty Cash: \$500.00

## 8.b. City Update

### City Recorder's Report

I began working as City Recorder on March 1, 2022. The office was closed during the first week due to training. Office hours as of March 7, 2022 are 8AM-2PM, Monday-Friday, and by appointment.

Work has focused primarily on familiarizing myself with City governance, operations, and initiatives. I am placing myself on City accounts as the new representative for the City and introducing myself to other regional leadership. I participated by phone in the March 8 meeting of the Linn County Board of Commissioners, and I am arranging meetings with other local education, government, and state officials who collaborate with the City.

### Priority List Progress

1. Change passwords.
  - a. Passwords for most known accounts changed on first day. Certain account detail information is not on file and needs to be changed.
2. Take over as account representative.
  - a. I have made myself the point of contact for the City's Internet and phone service and the City's LGIP account with EON. Other accounts are in progress. Intergovernmental partners are being informed that I am the new POC.
3. ARPA Grant Research.
  - a. The City may use ARPA funds for any project covered by the US Treasury's Final Rule. First tranche funding does not need to be spent before the second tranche to be delivered in July or August. The City may not use the second round of ARPA funds to reimburse ourselves if funding from reserves is used for expenditures in concert with ARPA funds during this fiscal year.
4. SB 5561 Grant Research.
  - a. The Oregon Department of Administrative Services needs a one-sentence summary of the primary and secondary expected uses of SB 5561 funding. Once funds are received, the City may use the funds for community well assistance.
5. Public Works Director Phone Procurement.
  - a. Comcast does not offer mobile phone services to government agencies. A \$249 phone with 3 months of service normally at a \$45 per month value is being purchased.
6. Review Emails.
  - a. The email inbox has been cleaned of nonessential communications and emails going back to December 15 are being reviewed.

7. Read the Intertie Book.
  - a. Review of the Intertie book is in progress. A call with state partners to learn about project history and status is scheduled for March 14.
8. Begin Budget Process.
  - a. Updated Budget forms for the 2022-2023 fiscal year have been procured. Budget Committee membership review has begun. The participation of Budget Committee member Peggy Bishop for the final year of her current term is confirmed. The status of Mayor Emeritus Suzie Hibbert's participation is not confirmed. 5 total members are needed to serve staggered 3-year terms.
9. Review RV use on properties.
  - a. The City has a process in place to allow the temporary use of RV's. An RV may be inhabited on a residential property for an initial period of 6 months, with 3 additional 6-month terms available. Medical hardship dwellings are permitted. The relevant Ordinance should be amended to recognize COVID-related issues.
10. Take over water bills.
  - a. I am training with Councilor Olivares and expect to be able to take over in April.
11. Take over entering payments.
  - a. The City's contract accountant is currently performing this duty.
12. Research changes to city tax rate.
  - a. The City levies ad valorem property taxes at a rate of \$0.4452 per assessed \$1,000.00. The Constitutional maximum for properties is \$0.50 per assessed \$1,000.00. City properties are likely in compression which means that even if the City's tax rate is increased to \$0.50, the combined property tax rate of all local governments is higher than the maximum and the City will not see an increase in revenue due to an increase in taxes. Limited duration taxes called "Local Option" taxes, as well as bonds, may be levied, but they must be for specific uses and fixed durations as directed by the Constitution and applicable law.
13. Research water costs and feasibility.
  - a. Water cost research is currently centered on the use of existing grant funds.
14. Take over making deposits.
  - a. Council President Perry is still making deposits.
15. Take over website and newsletter.
  - a. The City website has been updated and the first 2022 edition of "Sodaville Springs" was distributed with March water bills.
16. Organize Charter, Resolutions, and Ordinances.
  - a. City ordinances are being digitized at a rate of 2 per day. This means that old printed and typewritten documents are being retyped so that they can be easily accessed and searched. This work is slow but it is regular and will make City documents easier to use, understand, and update.
17. Identify required storage and clean out unnecessary files and electronic devices.
  - a. Two former office laptops have been reviewed. One is password-locked and runs Windows 7. Another is a fully-functional Windows 10 laptop. Others in review.
18. Update/Upgrade Water Billing Systems.
  - a. Research is currently centered on the use of existing grant funds.
19. Develop a more secure system for petty cash, blank checks, and secure data/backups.
  - a. City checks and cash assets are being appropriately secured and stored.

## 9. Public Works Director Update

### **Water**

The city's wells produced 442400 gallons.

The city trucked in 0 gallons.

Reservoir + - 0 gallons

*The city sold 394740 gallons*

*Difference of 47660 gallons. -10.7%*

3/2/22 2021 Annual Summary Report Cross connection & backflow report completed.

3/3/22 Battery backup at compound died. Replaced 3/8/22 with no impact on water plant PLC.  
Compound computer was unuseable during this period.

3/8/22 Permit Condition Water-Level Report –Completed  
(periodic static water level measurements)

**Parks** – Soda Spring restrooms will be reopening 4/4/22

**Streets** -Nothing to report

**Misc.**- Request to attend 28th Annual Summer Classic Conference. August 22-25 2022 For continued

education. Early member registration \$315.00

Shilo Inn Aug. 21-25 2022 as of 3/9/22 \$860.00

## 10. Status of Mayor and Council President

Mayor Lori McAllen resigned from the Council effective December 31, 2021.

In Accordance with Charter Article IV Section 17 (2)(b), Council President Roger Perry has performed the duties of Mayor because Mayor Emeritus McAllen is unable to function as Mayor due to the vacancy in the office. President Perry agreed to perform the duties of Mayor at the January 20, 2022 Council meeting, but the Council did not formally vote to appoint him to serve as Mayor.

Under the Charter, a vacancy still exists in the office of Mayor as President Perry is still a member of the City Council serving as Council President and merely performing the duties of Mayor under the Charter. The Council must formally vote to appoint a Mayor. If the Council appoints President Perry to be Mayor, a vacancy will then exist in the office of Councilor and Council President. The Council may appoint a Council President and a Councilor at this meeting if President Perry is appointed Mayor.

**Action Needed:** The City Council must appoint a Mayor. If Council President Perry is appointed, the City Council must appoint a new Councilor and a new Council President.

## **11.b. OLD BUSINESS: SB 5561 AND ARPA FUNDS**

### **Staff Summary**

Under SB 5561, the State provided Sodaville specifically with \$60,000 "to provide domestic and community well assistance." This is a very broad category. Once the Council names primary and secondary summaries of how this money will be used, this will be sent to DAS and the City will receive that check for \$60,000. These funds will be available to the City until June 2023.

The ARPA Funds are distributed in two halves, with the second half arriving in late July or early August 2022 due to a formula based on the increase in unemployment by state due to the COVID-19 pandemic. Sodaville's share of Oregon's NEU ARPA funds is \$76,586.56. As you know, the City has already received \$38,293.28. The City's ARPA funds can be used for any of the below Water & Sewer projects:

### **Clean Water State Revolving Fund**

- ✓ Construction of publicly owned treatment works
- ✓ Projects pursuant to implementation of a nonpoint source pollution management program established under the Clean Water Act (CWA)
- ✓ Decentralized wastewater treatment systems that treat municipal wastewater or domestic sewage
- ✓ Management and treatment of stormwater or subsurface drainage water
- ✓ Water conservation, efficiency, or reuse measures
- ✓ Development and implementation of a conservation and management plan under the CWA
- ✓ Watershed projects meeting the criteria set forth in the CWA
- ✓ Energy consumption reduction for publicly owned treatment works
- ✓ Reuse or recycling of wastewater, stormwater, or subsurface drainage water
- ✓ Security of publicly owned treatment works

### **Drinking Water State Revolving Fund:**

- ✓ Facilities to improve drinking water quality
- ✓ Transmission and distribution, including improvements of water pressure or prevention of contamination in infrastructure and lead service line replacements
- ✓ New sources to replace contaminated drinking water or increase drought resilience, including aquifer storage and recovery system for water storage
- ✓ Green infrastructure, including green roofs, rainwater harvesting collection, permeable pavement
- ✓ Storage of drinking water, such as to prevent contaminants or equalize water demands
- ✓ Purchase of water systems and interconnection of systems
- ✓ New community water systems

### **Additional Eligible Projects**

- ✓ Culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure
- ✓ Infrastructure to improve access to safe drinking water for individual served by residential wells, including testing initiatives, and treatment/remediation strategies that address contamination

- ✓ Dam and reservoir rehabilitation if primary purpose of dam or reservoir is for drinking water supply and project is necessary for provision of drinking water
- ✓ Broad set of lead remediation projects eligible under EPA grant programs authorized by the Water Infrastructure Improvements for the Nation (WIIN) Act, such as lead testing, installation of corrosion control treatment, lead service line replacement, as well as water quality testing, compliance monitoring, and remediation activities, including replacement of internal plumbing and faucets and fixtures in schools and childcare facilities.

Please note that funds can be used in any of the categories below, even though right now the City is currently only investing in water.

- Replace lost public sector revenue, using this funding to provide government services up to the amount of revenue lost due to the pandemic
- Respond to the far-reaching public health and negative economic impacts of the pandemic, by supporting the health of communities, and helping households, small businesses, impacted industries, nonprofits, and the public sector recover from economic impacts
- Provide premium pay for essential workers, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet
- Full List Here:

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

As of March 1, 2022, the City possesses \$38k in ARPA funds that can be used for any project allowed under the US Treasury Department's Final Rule for the Coronavirus State & Local Fiscal Recovery Funds. Once the City provides the Oregon Department of Administrative Services with a one-sentence project description, the State will disburse the \$60k provided through SB 5561. The City will also receive an additional \$38k that can be spent this summer, meaning a total of \$132k that could ultimately be spent on water projects.

With the Council's approval at the March 17 meeting, the City can submit a notice to DAS that SB 5561 funds will be used to purchase radio water meters and additional equipment to upgrade City water delivery systems. Once the SB 5561 check is deposited, the City's Public Works Director can contact the company that provided the best quote and begin the process of ordering water meters. The City can fund the purchase of additional equipment to upgrade water delivery systems if any SB 5561 funds are left over. Regretfully, SB 5561 funds may not be used to purchase a truck. If SB 5561 funds are insufficient to purchase radio water meters, the City may use ARPA funds to complete the purchase. Councilors should review the summary of the US Treasury's final rule before a public discussion about the uses of SLFR funds.

## **ACTION**

DAS needs the City to provide a one-sentence description with the following information: "...Funding will be used to provide domestic and community well assistance including **the purchase of radio water meters** and **additional equipment to upgrade City water delivery systems.**"

**Suggested Motion:** *I move to use SB 5561 funds to purchase radio water meters and additional equipment to upgrade City water delivery systems.*

The Council's formal assent is required to use ARPA funds to complete the purchase of radio water meters along with SB 5561 funds if the SB 5561 funds do not cover the cost of the water meter replacement project.

**Suggested Motion:** *I move to use ARPA funds to partially fund the purchase of radio water meters for water conservation, efficiency, or reuse measures.*